

TM-4 APPROVER COURSE

USING NASA’S TRAVEL MANAGER SYSTEM

APPROVE A LOCAL VOUCHER

This document covers the steps to approve a local voucher.

Trip Information

Government employee travels to a city:

2 days Travel Manager training – 01/29/02 & 01/30/02.

Registration Fee - \$125.00.

Traveler had to pay registration fee at TDY. No record of payment was received.

NOTE

DFRC Policy states that a traveler must have DFRC form 29 “Authorization for Local Travel” signed by a Supervisor/Branch Manager and a copy filed by the preparer prior to the travel commencing.

Local Travel is determined by the following conditions:

50 miles or less from Dryden or less than 12 hours

If travel is more than 50 miles AND more than 12 hours, it is not longer considered to be Local Travel.

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A. REVIEW DOCUMENTS

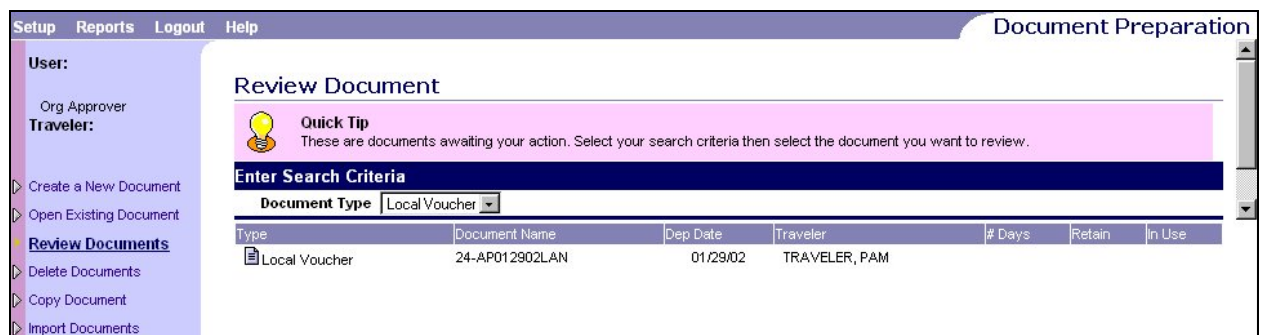
The approver will receive an e-mail message that a document needs attention in the Travel Manager system. The e-mail will contain the name of the document.

The approver logs onto the Travel Manager system. The following page will be displayed. Make sure your name is displayed in the top left hand corner under the word **User:**

1. Click the **Review Documents** link on the Documents Processing Toolbar on the left side of the page.




2. The **Review Document** page will be displayed with a list of all documents that need to be reviewed.

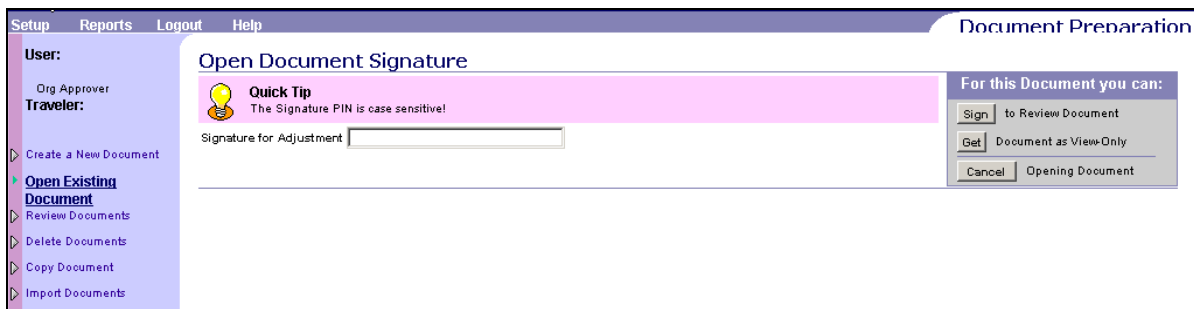




3. The type of document to approve can be specified by making the appropriate selection in the **Document Type** drop down list. Only documents of that type will be displayed for review. "All" is the Document Type default.

NOTE

All documents are listed in order by departure date. The departure dates are displayed in reverse chronological order by document type.

4. Click the **Document** icon  next to the Local Voucher name on the list.
5. The **Open Document Signature** page will be displayed for the document selected.



6. The document can be opened for adjustment/signing by entering the signature of the user opening the document or it can be viewed without adjustment by clicking the  **Document as View Only** button in the 'For this Document you can:' area in the top right. (No signature is required for view only.)
7. Enter the Signature PIN in the **Signature for Adjustment** field.
8. Click the  **to Review Document** button in the 'For this Document you can:' area in the top right.
9. The **Document Summary for Adjustment to Local Voucher** page is displayed for the selected document.

Setup Reports Logout Help

Document Preparation

User:

Org Approver
Traveler:

PAM TRAVELER
Local Voucher: 24-AP012902LAN

Document Summary

- Traveler
- Expenses
- Accounting
- Totals
- Comments
- Document Status
- Perform Pre-Audits
- Preview Document
- Export Document
- Close Document

Document Summary for Local Voucher 24-AP012902LAN

Quick Tip
For specific information, click on a Details link. You can sign and stamp your document from the Document Status section.

Travel Authorization Number 24-AP200009

[Traveler Details](#) 240-00-0055, PAM TRAVELER

Trip Purpose TRAINING

Expense Details

Expense Summary

Edit	Delete	Date	Expense	Amount
		01/29/2002	FROM: TO:	24.09
		01/29/2002	REGISTRATION FEE	125.00
		01/30/2002	FROM: TO:	24.09
				Total: 173.18

Accounting Details

Accounting Summary

Label	Amount
24-AP2-09200000	125.00
24-AP2-71035000	48.18
Total:	173.18

Totals Details

Totals Summary

Disbursement Type	Amount
Amount Claimed	173.18
Pay To Charge Card	0.00
Pay To Traveler	173.18

Enter Comments: Please identify Purpose for trip: Attend Travel Manger Training in Lancaster for 2 days Jan 29 & 30, 2002

Document Status

Enter Status/PIN to stamp this document

☐ Stamp Without Adj

Document Status: ADJUSTED Awaiting: Org Approver

Stamp and Route

Status To Apply	Signature PIN	Remarks
MGT REVIEWED		

10. The **Document Summary for Adjustment to Local Voucher** page summarizes the information on the voucher. All of the data entered can be viewed from this page by clicking the appropriate link. To return to this page after viewing any other page, click the **Document Summary** link on the Documents Processing Toolbar on the left side of the page.

B. DOCUMENT STATUS

1. Click on the **Document Status** link on the Documents Processing Toolbar on the left side of the page. The **Status** page will be displayed.

Setup Reports Logout Help Document Preparation

User:

Org Approver
Traveler:

PAM TRAVELER
Local Voucher: 24-AP012902LAN

- Document Summary
- Traveler
- Expenses
- Accounting
- Totals
- Comments
- Document Status**
- Perform Pre-Audits
- Preview Document
- Export Document
- Close Document

Status for 24-AP012902LAN

Quick Tip
The Signature PIN is case sensitive

For this Document you can:

Stamp and Submit Document
Adjustments Go To Adjustments
Back **Continue**

Status to Apply MGT APPROVED
Signature PIN NASA CTO APPROVED
Remarks OBLIGATE

☐ Stamp Document Without Adjustment

Document Routing This is the routing path the current document will take once routed

Name	Status	Level
Org Approver	MGT REVIEWED	20
Travel OfficeDesk	AUDIT	30
Travel OfficeFinl	DISBURSE	40

Document History This is the status history for this document

Date/Time	Status	Name	Remarks
07/30/02 3:04PM EST	CREATED	PAULA PREPARER	
07/30/02 3:08PM EST	SIGNED	PAULA PREPARER	
07/30/02 3:11PM EST	SIGNED	PAM TRAVELER	
07/30/02 3:12PM EST	REVIEWED	CTR OHR	
07/30/02 3:15PM EST	ADJUSTED	Org Approver	

2. For approvers who have multiple signing values, check the default status value in the **Status to Apply** pull down list.
3. Check any remarks in the **Document History** area for prior approver's or reviewer's comments. If there is a registration fee expense, ensure that the document has been reviewed appropriately by code HT.

C. PERFORM PRE-AUDITS

1. Click the **Perform Pre-Audits** link on the Documents Processing Toolbar on the left side of the page. The **Pre-Audit Results** page will be displayed. Look at all fails that effect signing the document. Make sure all items have been reviewed. A 'FAIL' may actually be a warning to draw attention to a particular process to ensure the approver has checked the particular items that pertain to the document.

Setup Reports Logout Help **Document Preparation**

User:
Org Approver
Traveler:
PAM TRAVELER
Local Voucher: 24-AP012902LAN

- Document Summary
- Traveler
- Expenses
- Accounting
- Totals
- Comments
- Document Status
- Perform Pre-Audits**
- Preview Document
- Export Document
- Close Document

Pre-Audit Results for 24-AP012902LAN

Quick Tip
Click the Magnifying Glass icon to view detail comments for each audit process.

Document Name: 24-AP012902LAN
Type: Local Voucher
Traveler: TRAVELER, PAM
Status: FAIL

For this Document you can:
Justify Pre-Audit Results
Close Pre-Audit Results

Audit Process	Status	Comments
APPROVED BY TRAVELR1	PASS	
APPROVED BY TRAVELR2	PASS	
APPROVED BY TRAVELR3	PASS	
EXPENSE CATEGORIES	FAIL	OTHER GREATER THAN 0.00
EXPENSE CATEGORIES	FAIL	REG FEE GREATER THAN 1.00
PERSONAL INFO - KEY	PASS	
TRAVEL EXPENSES	PASS	

2. Click the **Close** **Pre-Audit Results** button in the 'For this Document you can:' area at the top right.

D. EXPENSES

1. Click on the **Expenses** link, on the Documents Processing Toolbar on the left side of the page, to view the expenses.
2. The **Expense Entry** page will be displayed. Review all expenses.

Setup Reports Logout Help Document Preparation

User:

Org Approver
Traveler:

PAM TRAVELER
Local Voucher: 24-AP012902LAN

- Document Summary
- Traveler
- Expenses**
- Accounting
- Totals
- Comments
- Document Status
- Perform Pre-Audits
- Preview Document
- Export Document
- Close Document

Expense Entry for 24-AP012902LAN

Quick Tip
The Arrow icon indicates a required field. Click Save to save the current expense and refresh the screen so a new expense can be added.

Date 01/29/2002

Expense Type

Expense Description

Miles

Traveled

Rate Selection

Rate

Number of People

Cost

Comments

Code C - Expenses

For this Document you can:

[Use Quick Expense](#)

[Use Foreign Calculator](#)

[Lookup Credit Card Expenses](#)

Current Expense

Entering Expenses

Copy Through Date

Cost Options

☐ Reimbursable

☐ Taxable

Expense Category

Pmt Method

Vendor

Current Expenses			
Action	Date	Expense	Amount
	01/29/2002	FROM: TO:	24.09
	01/29/2002	REGISTRATION FEE	125.00
	01/30/2002	FROM: TO:	24.09
Total:			173.18

3. Click on the **Pencil** icon next to the date of any expense to view the detail information on the **Expense Entry** page. Be sure to review dates for each expense.

E. ACCOUNTING

1. Click the **Accounting** link, on the Documents Processing Toolbar on the left side of the page, to view the **Available Accounting Codes** page. Review all accounting data.

Setup Reports Logout Help Document Preparation

User:
Org Approver
Traveler:
PAM TRAVELER
Local Voucher: 24-AP012902LAN

- Document Summary
- Traveler
- Expenses
- Accounting**
- Totals
- Comments
- Document Status
- Perform Pre-Audits
- Preview Document
- Export Document
- Close Document

Available Accounting Codes for 24-AP012902LAN

Quick Tip
Once two or more accounting codes are selected, the Allocation button is enabled.

For this Document you can:
Add New Accounting Code
Back Continue

Enter Search Criteria
Accounting Code Search Retrieve

Master Accounting Codes Click Accounting Label to add to Document
Prev 10 Next 10

Organization	Label	Classification Code
24-AP	24-AP2-09200000	0920000... 24. 2. 8. 00. AP. 000
24-AP	24-AP2-09225TRN	0920025. 03... 24. 2. 7. 00. AP. TRN
24-AP	24-AP2-71035000	7103500... 24. 2. 8. 00. AP. 000

Accounting Codes for 24-AP012902LAN Click an item to edit/delete it

Organization	Label	Classification Code	Extended Code	Allocate Cost
24-AP	24-AP2-09200000	0920000. 21. 1C. 2145. 24. 2. 8. 00. AP. 000	Extended	Allocate
24-AP	24-AP2-71035000	7103500... 24. 2. 8. 00. AP. 000	Extended	Allocate

Edit Delete

2. If there is more than one accounting code listed at the bottom of the page the **Allocate** link will be displayed. Click on the **Allocate** link, in the **Allocate Cost** column at the bottom right to view the funds allocation. The **Accounting Allocation Summary** page will be displayed.

Setup Reports Logout Help Document Preparation

User:
Org Approver
Traveler:
PAM TRAVELER
Local Voucher: 24-AP012902LAN

- Document Summary
- Traveler
- Expenses
- Accounting**
- Totals
- Comments
- Document Status
- Perform Pre-Audits
- Preview Document
- Export Document
- Close Document

Accounting Allocation Summary for 24-AP012902LAN

Quick Tip
Expenses can be allocated by expense type, percent, date, expense category, or amount.

For this Document you can:
Close Allocation Screen

Accounting Allocation Summary

Organization	Label	Amount	Percent	Date	Allocate By	Allocate By
24-AP	24-AP2-09200000	125.00	0	↑	Expense Category	Expense
24-AP	24-AP2-71035000	48.18	0	↑	Expense Category	Expense

Expense Category Allocation Breakdown for '24-AP2-09200000'



Expense Category	Amount
OTHER	0.00
REG FEE	125.00

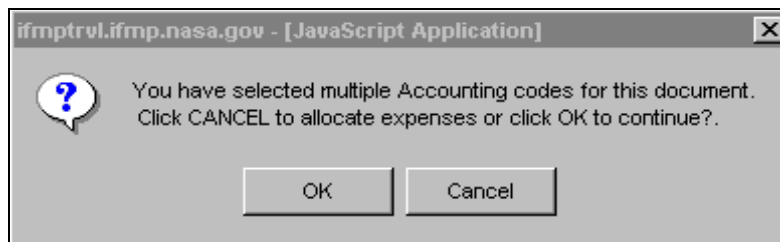
Break by Expense Category

Expense Category	Allocate by Amount
OTHER	48.18
REG FEE	125.00

Expense Category Allocation Breakdown for '24-AP2-71035000'

Expense Category	Amount
OTHER	48.18
REG FEE	0.00

3. Review the allocation of funds for the accounting codes used to ensure the funding is properly distributed when multiple accounting codes exist. Examples may be local travel codes and registration fee codes.
4. Click the  **Allocation Screen** button in the 'For this Document you can:' area at the top right. The **Available Accounting Codes** page will be displayed again.
 - a. If the  button is clicked when multiple accounting codes have been selected, the following pop-up window will be displayed.



- b. Click the  button to go to the next page.

F. COMMENTS

1. Click the **Comments** link, on the Documents Processing Toolbar on the left side of the page, to review the purpose of the trip.

The screenshot displays the 'Document Preparation' window for document 24-AP012902LAN. On the left, a sidebar lists navigation options: Document Summary, Traveler, Expenses, Accounting, Totals, **Comments** (selected), Document Status, Perform Pre-Audits, Preview Document, Export Document, and Close Document. The main area is titled 'Comments for 24-AP012902LAN' and features a 'Quick Tip' stating: 'Click Apply and preset comments are inserted into the Comments field. Comments can also be typed directly into the comments field. Comments apply to the entire document.' Below this is a text box labeled 'Comments' containing the text: 'Please identify Purpose for trip: Attend Travel Manager Training in Lancaster for 2 days Jan 29 & 30, 2002'. On the right, a panel titled 'For this Document you can:' contains buttons for 'Apply' (Preset Comments), 'Save' (Comments), 'Back', 'Continue', and 'Close' (without Saving Comments).

2. Ensure that any additional comments meet the approver's requirements.
3. Click on the **Preview Document** link, on the Documents Processing Toolbar on the left side of the page, to preview the complete document before printing. The browser launches a new window to display the report.
4. Close the browser and/or reader window to close the preview document.

G. DOCUMENT STATUS

1. Click on the **Document Status** link on the Documents Processing Toolbar on the left side of the page. The **Status** page will be displayed.

Document Preparation

User:

Org Approver
Traveler:
 PAM TRAVELER
Local Voucher: 24-AP012902LAN

- Document Summary
- Traveler
- Expenses
- Accounting
- Totals
- Comments
- **Document Status**
- Perform Pre-Audits
- Preview Document
- Export Document
- Close Document

Status for 24-AP012902LAN

Quick Tip
 The Signature PIN is case sensitive!

For this Document you can:

Stamp and Submit Document
Adjustments Go To Adjustments
 Back Continue

Status to Apply MGT APPROVED

Signature PIN [REDACTED]

Remarks [REDACTED]

Stamp Document Without Adjustment

Document Routing This is the routing path the current document will take once routed

Name	Status	Level
Org Approver	MGT REVIEWED	20
Travel OfficeDesk	AUDIT	30
Travel OfficeFin1	DISBURSE	40

Document History This is the status history for this document

Date/Time	Status	Name	Remarks
07/30/02 3:04PM EST	CREATED	PAULA PREPARER	
07/30/02 3:08PM EST	SIGNED	PAULA PREPARER	
07/30/02 3:11PM EST	SIGNED	PAM TRAVELER	
07/30/02 3:12PM EST	REVIEWED	CTR OHR	
07/30/02 3:15PM EST	ADJUSTED	Org Approver	

2. If the document is approved, stamp the document using the default value.
3. If the document is disapproved, click on the **Status** pull down list and select **“RETURN”**. The document will be returned to the traveler for adjustments or cancellation.

MGT APPROVED

MGT APPROVED

APPROVED

AUDIT

AUDIT FAIL

CERTIFIED

COMMIT

CTO APPROVED

CTO REVIEWED

DISBURSE

MGT REVIEWED

OBLIGATE

PENDING

RETURN

REVIEWED

SIGNED

SIGNED FOR

TRAVEL AGENT

TRAVEL OFFICE

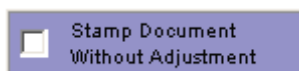
VOUCHER RETURNED

WAITING DOCUMENTS

Status to Apply Label	Definition	Used by
APPROVED	Final, traveler is authorized	Last Approver in routing list- Finance Office Only
CANCEL	Document is cancelled	Approver or Preparer
CTO APPROVED	CTO Approved	CTO Approver
CTO REVIEWED	CTO Reviewed	CTO Reviewer
DISBURSED	Email to traveler – expect reimbursement	Financial Office Only
MGT APPROVED	Approved by manager/designee	Organization’s Manager/Center Director or Designee
MGT REVIEWED	Reviewed by manager/designee	Organization’s Manager/Funds Manager or Designee
RETURN	Document needs additional information	Approver/Reviewer
REVIEWED	Conditional	Conditional Reviewers
SIGNED	Document ready to be routed	Preparer or Traveler

Definitions of the Status to Apply labels

4. Enter the signature PIN value in the **Signature PIN** field.
5. Enter “**Approved**” or “**Disapproved**” with any additional comments in the **Remarks** field.
6. If no adjustments have been made to the document, click the **Stamp Document Without Adjustment** check box, which places a ‘√’ in the box. If adjustments were made to the document, leave the box unchecked.

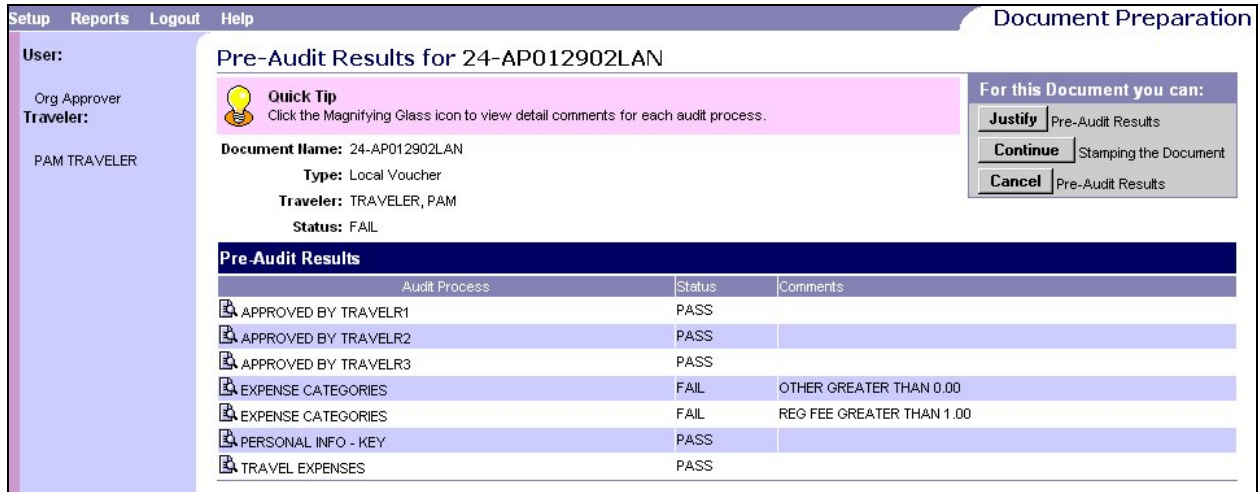


NOTE

*If the **Stamp Document Without Adjustment** box is not checked when the document is stamped, adjustments are assumed, regardless if any changes have been made.*

*If the **Stamp Document Without Adjustment** box is checked when the document is stamped and adjustments were made, all changes will be erased.*

7. Click the  and **Submit Document** button in the 'For this Document you can:' area at the top right. The **Pre-Audit Results** page will be displayed.



Setup Reports Logout Help Document Preparation

User:
Org Approver
Traveler:
PAM TRAVELER


Pre-Audit Results for 24-AP012902LAN

Quick Tip
Click the Magnifying Glass icon to view detail comments for each audit process.


Document Name: 24-AP012902LAN
Type: Local Voucher
Traveler: TRAVELER, PAM
Status: FAIL

For this Document you can:
Justify Pre-Audit Results
Continue Stamping the Document
Cancel Pre-Audit Results

Pre-Audit Results		
Audit Process	Status	Comments
APPROVED BY TRAVELR1	PASS	
APPROVED BY TRAVELR2	PASS	
APPROVED BY TRAVELR3	PASS	
EXPENSE CATEGORIES	FAIL	OTHER GREATER THAN 0.00
EXPENSE CATEGORIES	FAIL	REG FEE GREATER THAN 1.00
PERSONAL INFO - KEY	PASS	
TRAVEL EXPENSES	PASS	

8. Review the Pre-Audits.
9. If any audit fails, the word 'FAIL' will be in the **Status** column. A comment describing the failure will appear in the **Comments** column. A 'FAIL' may actually be a warning to draw attention to a particular process to ensure the approver has checked the particular items that pertain to the document.
10. Click the  button, in the 'For this Document you can:' area at the top right, if the document is approved. The document has been routed to the next office.

NOTE

Click on the  button, in the 'For this Document you can:' area at the top right, if changes are necessary prior to signing. The document will not be signed and will not route to the next office. The Document will remain in the Approver's queue.

11. If more documents reside in the Approver's queue, click on the **Review Documents** link, on the Documents Processing Toolbar on the left side of the page, and repeat the above steps.